

**All INDIA INSTITUTE OF MEDICAL SCIENCES, PATNA
(AIIMS, PATNA)**

Bid/Tender Document for

**Offset Printing (Job work)
Different type of items**

- | | | |
|---|--------------------------|-----------|
| (i) Pre Bid Meeting Of Tender | Time... 27.06.2017, | 15:00 Hrs |
| (ii) Last Date for Submission of Bid: | Time: 19.07.2017, | 14.00 Hrs |
| (iii) Date of Opening of Technical Bid: | Time: ...19.07.2017..... | 15.30 Hrs |

Cost of Bid Document: Rs. 1500.00

Tender Issuing Authority
AIIMS, PATNA

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, PATNA
(AIIMS, PATNA)**

Bid Document No. AIIMS/Pat/Procure/2017-18/F3942

Date of Issue: 22.06.2017

Name of the Firm:

.....
.....
.....

Important Notice

An incomplete offer and/or late bid are liable to be ignored. The bidder must quote for all the items asked for, with all necessary documents, otherwise the bid is likely to be rejected. The bidders, before filing the bids, must ensure to go through the complete Tender Document carefully, in their own interest and submit the same along with the required documents, within the last date and time. To aid the Bidders in submitting complete offers, a “Checklist” is included in the bid document (Annexure – 0).

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INVITATION FOR THE BIDS

Offset Printing of Different Types of Books, Brochures, Folders, Covers, etc. in Black and Four Colour

1.1 Sealed bids in two parts, i.e., Technical Bid and Financial Bid are invited for the Offset Printing of above jobs of AIIMS, PATNA.

It is planned to prepare a panel of **3 High Quality Offset Printers** who can execute the printing jobs on tight schedules as and when required.

The bidder may inspect various publications published by AIIMS, PATNA and have an idea about the nature of work involved in order to make estimates about the cost of work required to be done.

1.2 The bids complete in all respects should reach at the following address before **14.00 hours**. On **19:07:2017**. The Technical Bid will be opened on **the same day at 15.30 hours**. in the presence of bidders who choose to be present at:

PROCUREMENT CELL
AIIMS, PATNA
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
PHULWARISHARIF, PATNA
Ph: 0612-2459203
Fax:
Website: [www. aiimspatna.org](http://www.aiimspatna.org)

The bid must be accompanied by a valid EMD for Rs 50,000/- in the form of Demand Draft in favour of The Director, AIIMS, PATNA issued by a scheduled bank, should accompany the original tender which will be opened. All tenders which are received without earnest money will be rejected.

Chapter 1

INSTRUCTIONS TO BIDDERS

1.1 Eligible Bidders

This invitation for bids is open to all quality offset printers must from Patna and its adjoining regions only who are engaged in high quality 4-colour printing of books, magazines, brochures, etc.

The bidders must go through the complete Tender Document in his own interest and fulfil all the parameters/requirements and attach all the required documents (as indicated in **Clauses 1.4.2** and **Clause 1.8.1**

1.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid, AIIMS, PATNA will, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

1.3 The Bidding Documents

1.3.1 The services required, bidding procedures and contract terms are prescribed in the bidding documents. The total bid document consists of **32 pages**. In addition to the invitation for bids, the bidding documents include:

- (a) Instructions to bidders
- (b) Schedule of requirements
- (c) Technical Specifications and Price Schedule
- (d) General Terms & Conditions of Contract
- (e) Contract form, etc.

1.3.2 The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

1.4. Preparation of Bids

1.4.1 Technical and Financial Bids

The bids are to be submitted in two parts in separate sealed envelopes

- (a) Technical Bid + EMD
- (b) Financial Bid

1.4.2 Technical Bid

The Technical bid prepared by the bidder shall comply following Requirements:

A. Administrative Requirements:

1. List of other Govt. Departments and Public Sector units, Reputed companies/Publishers for which the bidder has completed three-colour Offset Printing Jobs/contracts [Enclose Proof of: (a) last three similar work orders and (b) their completion].
2. Return of original Tender document duly signed and stamped on every page, as a token of acceptance of its Terms & Conditions (See General Terms & Conditions
3. Copy of the audited balance sheet of the bidder for the year for last three years indicating the Turnover of **Rupees 30 lakhs** minimum, in printing work.
4. Copy of valid PAN Card Registration.
5. Copy of valid VAT/ Service Tax Regd. certificate.
6. Copy of Press registration(s) where the plate making and printing, binding works are carried out.
7. Details of subcontracts manpower and agreements thereon, if any.

B. Technical Requirements:

1. Details regarding Plate making and Offset Printing Machinery/Equipment (*See Clause 1.4.2 and 1.8.1*)
2. Details regarding the Typesetting, Scanning & Image setting, binding available with the bidder.
3. Plate Making & Printing works at one place.
4. Minimum three printing Jobs on different types of coated/uncoated paper or cards (Imported, Indian) (Enclose three Samples)
5. Power Generator
6. Availability of Internet access and related facilities. Bidder to give e-mail address/ website, if applicable (optional)

1.4.3 Financial Bid

- (i) The financial bid shall indicate the Unit prices for each and every item indicated in the specifications. Bidder must quote for all the items otherwise the bid is likely to be rejected.
- (ii) Prices quoted by the bidder shall be fixed during the bidder's performance of the contract/empanelment and not subject to variation on any account. A bid submitted with an adjustable price, quotation will be treated as non-responsive and will be rejected.
- (iii) All prices and other information shall be written both in figures and words in the prescribed offer form. If there is discrepancy between the price/information quoted in words and figures, the amount written in words shall be taken as the bid price.

1.5 Submission of Bids

1.5.1 Sealing and Marking of Bids

- i. The bids shall be submitted strictly in two separate sealed covers which shall be marked as “Technical Bid” and “Financial Bid”.
- ii. The outer envelope containing Technical Bid and Financial Bid shall be addressed to The Faculty in Charge Procurement, All India Institute of Medical Sciences, Phulwarisharif, Patna-801107.
- iii. The outer and inner envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late.
- iv. Telex, cable or facsimile bids will be rejected.

1.5.2 Deadline for Submission of Bids

- (i) Bids must be received by AIIMS, PATNA at the address given on **page 4** not later than the time and date specified on the cover page. In the event of the specified date for submission of bids being declared a holiday for AIIMS PATNA, the bids will be received up to the appointed time on the next working day.
- (ii) The Director, AIIMS PATNA may, at his discretion extend this deadline for submission of bids by amending the bid documents.

1.5.3 Late Bids

Any bid received by AIIMS PATNA after the deadline for submission of bids prescribed by AIIMS PATNA will be rejected and/or returned unopened to the bidder.

1.6 Bid Opening and Evaluation

1.6.1 Opening of Technical Bids

AIIMS, PATNA will open all technical bids in the first instance in the presence of bidders’ representatives, who choose to attend, at the time, on the date and at the place specified on **page 4**. The bidders’ representatives present there, shall sign attendance sheet evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday for AIIMS PATNA, the bids shall be opened at the appointed time and location on the next working day.

1.6.2 Clarification of Bids

- (i) During evaluation of the bids, AIIMS PATNA may at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.
- (ii) No bidder shall contact AIIMS PATNA on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the bidder wishes to bring additional information to the notice of AIIMS PATNA, it should be done in writing.
- (iii) Any effort by a bidder to influence AIIMS PATNA in its decisions on bid evaluation, bid comparison or empanelment/contract award decisions may result in rejection of the bidder’s bid.

1.6.3 Evaluation of Technical Bid

- (i) Prior to the detailed technical evaluation pursuant to **Clause 1.4.2** and **1.8.1**, AIIMS, PATNA will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviations.
- (ii) A bid determined as not substantially responsive will be rejected by AIIMS, PATNA and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- (iii) The Technical Bid evaluation will be done on the basis of bidder's response to **“Administrative Requirements”** and **“Technical Requirements”** given under **Clause 1.4.2** and the **“Essentials for qualifying technical bid”** as given under **Clause 1.8.1**.

1.6.4 The bidders short-listed by AIIMS, PATNA based on evaluation of their technical bids may be called for detailed discussions to a team selected by AIIMS, PATNA for the purpose, at a specified date, time and venue, if needed.

1.6.5 Opening of Financial Bids

- (i) AIIMS, PATNA will open the “Financial bids”, only of those bidders, which would be found to be technically qualified to undertake the job, pursuant to **Clause 1.6.3**.
- (ii) The Financial Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and venue.
- (iii) The date and time of opening of financial bids shall be informed to the technically qualified bidder.

1.6.6 Evaluation and Comparison of Financial Bids

- (i) Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Vendor does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
- (ii) Bidders shall state their bid price for the payment schedule outlined in the **Clause 1.4**. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. AIIMS, PATNA may consider the alternative payment schedule offered by the selected Bidder but it may not be binding on AIIMS, PATNA.

1.7 Empanelment/Award of Contract

1.7.1 Empanelment/Award Criteria

- a. Subject to **Clause 1.7.4**, AIIMS, PATNA will empanel **Three High Quality Offset Printers** among the substantially responsive bidders. The printing jobs can be given to a printer who can execute quality works within a tight schedule as and when required.
- b. If any quoting vendor's quoted rates are lowest in all the items then that bidder will be L-1. In case no bidder is lowest in all the items then the lowest Quoting Vendor (LQ-1) will be determined on the basis of the lowest quote of the technically qualified system.

The criteria for LQ-1, LQ -2, LQ-3, etc would be determined on the basis of the number of items quoted lowest by each vendor.

- c. LQ-1 will have to match the lowest technically qualified rates of all the items of each quoted configuration together with optional items, to those quoted by any of the responsive bidders. Thus LQ-1 will become L-1.
- d. The bidder offering the second lowest quote (LQ-2) will then be asked to match the price of (L-1) and placed on the panel. If LQ-2 does not agree, LQ-3 will be asked to match L-1. This way 3 bidders will be empanelled for a given period. If LQ-2 or LQ-3 and so on do not agree to match the rates quoted by L-1, then L-1 should be the sole vendor.
- e. **Printing work shall be entrusted to empanelled printers equally** subject to their satisfactory performance and meeting the time schedule.

1.7.2 AIIMS, PATNA's Right to accept any Bid and to reject any or All Bids

AIIMS, PATNA reserves the right to accept or reject any bid, and to annual the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for AIIMS, PATNA's action.

1.7.3 Notification of Award

- (i) Prior to the expiration of the period of bid validity, AIIMS, PATNA will notify the successful Bidder in writing by registered letter or by fax to be confirmed in writing by registered or hand delivered letter, that its bid has been accepted.
- (ii) The notification of Award will constitute the formation of the Contract.

1.7.4. Signing of Contract

- i. At the same time as AIIMS, PATNA notifies the successful Bidder that its bid has been accepted, AIIMS, PATNA will send the Bidder the Contract agreement as per Form provided in **Chapter 6** of the Bidding Documents, incorporating all agreements between the parties.
- ii. Within three (3) days of receipt of the Contract Agreement, the successful Bidder shall sign and date the Contract and return it to AIIMS, PATNA.

1.7.5 Performance Security

- (i) The Vendor should furnish performance security to AIIMS, PATNA for lump sum amount of **Rs 2 lakh** through Bank Guarantee in the joint name of **AIIMS, PATNA** valid up to 38 months in accordance with the Conditions of contract (**Clause 2.3**), in the Performance Security Form prescribed by AIIMS, PATNA (**Annexure-1**) or another form acceptable to AIIMS, PATNA. The payment will be released subject to the production of this document.
- (ii) Failure of the successful Bidder to comply with the requirement of **Clause 1.7.4** or **Clause 1.7.5(i)** shall constitute sufficient grounds for the annulment of the award in which event AIIMS, PATNA may make the award to the next evaluated bidder or call for new bids in such case EMD submitted by the concerned bidder should be forfeited by AIIMS Patna

1.7.6 Corrupt or Fraudulent Practices

- (i) Vendors shall observe the highest standard of ethics during the procurement and execution of the contract.
- (ii) AIIMS, PATNA will reject a proposal for empanelment if it determines that the Bidder recommended for empanelment has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (iii) AIIMS, PATNA will declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for this bid, or in executing the contract.

1.7.7 Miscellaneous

- i. It will be imperative on each bidder to fully acquaint itself of all the local conditions and factors which would have effect on the performance of the work and its cost.
- ii. During the validity of this bid or during the extended period, if any, if the bidder provides the same or equivalent services to any other Department/Organisation in India at a price lower than the price fixed for AIIMS, PATNA, the bidder shall automatically pass on the benefits to AIIMS, PATNA.

1.8.1. ESSENTIALS FOR QUALIFYING TECHNICAL BID

Must have

- i. Contract support facilities in an authorized area to handle very high printing quality jobs.
- ii. Plate-making and printing machinery required for offset Printing in single premises.
- iii. Performance of very high quality offset printing work (enclose samples and last three work order from Govt. Deptt. /Reputed Companies/Publishers).
- iv. Annual turnover in offset printing of Rupees 30 lakhs minimum per year. Copy of audited balance sheet for the last 3 years must be enclosed.
- v. Copy of Press Registration Certificate.
- vi. Copy of PAN card and Service Tax/VAT Registration certificates.
- vii. Following printing machinery at one place:
 1. One CPC 4-colour sheet fed offset printing machine (size 18” x 23” or above).
 2. Two 4-colour sheet-fed offset printing machines, out of which one machine must be of size 23”x36” or above, and
 3. One single or 2-colour sheet-fed offset printing machines (23”x36”size or above).
- viii. Power Generator to ensure continuous power supply.
- ix. Godown facility to store printing paper having comprehensive insurance for a value of Rs. 2 lakhs (Rupees Two lakhs only)

Optional

- xv. Image-setter (A2 size), around 2540 DPI resolution.
- xvi. Drum type scanner (A3 size).
- xvii. Binding machines and Equipments and Lamination machines
- xviii. Pentium III/IV high end computers and laser printer.
- xix. Software's (latest versions) for formatting both in Hindi and English-MS Word, PageMaker, Corel draw, Photoshop, WinZip, etc.
- xx. Media compatibility for transportation of digital data --CD, I Omega Zip, Pen drive, etc.

Chapter 2

CONDITIONS OF CONTRACT

2.1 Definitions and Interpretation

In this contract, the following terms shall be interpreted as indicated:

- (i) “The Contract” means the agreement entered into between AIIMS, PATNA and the Vendor as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- (ii) “The Contract Price” means the price payable to the Vendor under the Contract for the full and proper performance of its contractual obligations;
- (iii) “AIIMS, PATNA” means the organization intending to get Printing & Binding services. It means and includes an officer who is authorised on behalf of the Director, All India Institute of Medical Sciences, Phulwarisharif, Patna (AIIMS, PATNA),
- (iv) “The Vendor” means the firms providing the desired services under this Contract;
- (v) “The Site” means the AIIMS, PATNA Campus; and
- (vi) “Day” means calendar day.

2.2 General Terms & Conditions of the Contract

1. Quotation must be submitted ONLY ON THE ENCLOSED PROFORMA and every page must be signed by the authorised official of the quoting firm, failing which it is liable to be rejected.
2. If the firm fails to execute the job within the stipulated time or leaves the job incomplete or refuses to complete the work or takes more time than the schedule fixed then the firm will be liable to be penalised. The Director, AIIMS, PATNA, reserves the right to impose a penalty at his discretion from 0.5% per week for the delayed / undelivered goods to a maximum of 10% of the undelivered goods. In such cases, The Director, AIIMS, PATNA reserves the right to the termination of the empanelment/contract without any advance notice and the firm will be black-listed.
3. Printing bills will be accepted and admitted only after satisfactorily completion and approval of the job. The press should submit pre-receipted bills in triplicate accompanied by the paper statement. Printer need to submit the bill job wise and not in bunch.
4. The Institute reserves the right to terminate the contract at any time without assigning any reason thereof. In case of any dispute arising out of the job contract, the decision of the Director, All India Institute of Medical Sciences, Phulwarisharif, Patna (AIIMS, PATNA), will be final.
5. The Director, AIIMS, PATNA reserves the right to get any job printed from any printer enlisted on the panel.
6. As it is planned to prepare a panel of **3 High Quality Offset Printers**, the jobs can be given to any of the printer who execute quality works within a tight schedule as and when required.

8. As far as possible printing work shall be entrusted to empanelled printers **equally** subject to satisfactory performance. As such, the empanelled printers shall execute the work as may be entrusted, as per schedule of production and delivery in a business-like manner. Refusal to accept and execute the work orders shall be viewed as violations of the provisions of the terms of agreement.
9. The Press would only be paid for the operations done by them. There may be certain operations like composing, processing, inputting of photographs in digital format, scanning/outputting etc. done at AIIMS, PATNA for which no payment would be made to the printer.
10. To and fro free messenger service would have to be provided by the printer for collecting the material and delivery of the printed copies.
11. The binding should also be of high quality and the bound copies must be packed in Kraft paper in small packets and supplied to AIIMS, PATNA.
12. The quality of service will be reviewed after every **three** month.
13. Only very high quality inks are to be used and the printing must be of very high standard.
14. There will not be any enhancement of rates quoted and approved during the period of contract.
15. In case of: (i) Default in maintaining time schedule; (ii) Delayed and/or bad quality printing; and (iii) Short supply or damaged copies.
16. Penalty as per rule would be levied.
17. Final deductions in the bill on account of short supply or bad quality would be done by the Institute.
18. This panel will remain valid for a period of 12 months (ONE YEAR) initially. However, the contract may be extended or curtailed at the discretion of The Director, AIIMS, PATNA, depending on the performance of the firm subject to maximum of 2 years on performance basis.
19. The earnest money amounting to Rs. 50,000/- by way of Demand Draft in favour of The Director, AIIMS, PATNA, New Delhi issued by a scheduled bank, should accompany the original tender which will be opened. All tenders which are received without earnest money will be rejected.
20. The earnest money will be liable to be forfeited if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender or fails to furnish the Security Deposit.
21. The earnest money can be adjusted against the Security Deposit required to be furnished by the successful tenderer.

26. Earnest Money is liable to be forfeited if the contractor selected for the work fails to confirm the acceptance of the order within seven days from the date of intimation to that effect or fails to start the work from the date of commencement given in the work order.
27. Canvassing in connection with the tender is strictly prohibited and the tenders submitted by the contractor who resort to canvassing shall be liable to rejection on that ground alone.
28. The award of Offset Printing work will be made on the basis of evidence of their experience and performance in their respective areas and not merely on the basis on lowest rate basis.
29. The firm entrusted with AIIMS, PATNA's print jobs shall execute the work in the most business-like manner maintaining optimum and high standards in all respects, without any compromise at any stage of execution.
30. Tenderers are requested to please enclose a Demand Draft of 50000/- against earnest Money so that the same may be returned to unsuccessful tenderers.
32. Tenders and/or earnest money received after due date whether sent by post or delivered in person are liable to be rejected.
33. The Director, AIIMS, PATNA reserves the right to accept or reject any or all bids without assigning any reason and engage more than one contractor for award of printing jobs.

2.3 Performance Security

- i. The Vendor/Contractor should furnish performance security lump sum of Rs.2 Lakhs through Bank Guarantee in the format prescribed by AIIMS, PATNA & it will remain valid for 38 months from the date of implementation of the Contract which will be refunded after completion of contract. No interest would be paid.
- ii. The performance security shall be in one of the following forms:

A Bank guarantee from a scheduled bank in a form provided by AIIMS, PATNA (Annexure-1) or another form acceptable to AIIMS, PATNA,.

2.4 Payment Conditions

1. Vendor should send the bill to AIIMS, PATNA, within 60 days of the completion of the printing job.
2. Payment shall be made within 30 days after receiving bills along with paper statement and satisfactory execution/acceptance of the jobs.
3. The Director, AIIMS, PATNA reserves the right to make suitable deduction from the Printer's bill in case printing work is delayed and the quality is not found satisfactory.

Chapter 3

SCHEDULE OF REQUIREMENTS

Scope of Work and Requirements

It is planned to prepare **a panel of 3 Offset printers** initially for a period of one year who could provide High Quality Offset Printing services as per terms and conditions in the tender document to our satisfaction. For empanelment criteria see clause 1.7.1.

Sizes in single or multicolours and the printer may be required to undertake printing jobs as and when required. The jobs are of highly prestigious nature and hence its quality and production schedule have to be scrupulously maintained. The print order may vary from 100 – 10,000 copies from job to job. The printer must have sufficient capacity to handle single/2/4-colour jobs on urgent basis.

In case there is any delay in supplying the proofs/printed copies to AIIMS, PATNA, the Director, AIIMS, PATNA reserves the right to withdraw the job and no payment would be made for any part of the job completed or in progress. The detailed technical specifications and the items for which rates are required are given in Chapter 5.

Chapter 4

Specifications and Technical Details

TYPESETTING

(1) Laser Typesetting (DTP) scientific text both in English & Hindi or bilingual for different sizes:

- Demy 4to (6.5 × 9.5)
- Demy 8vo (4 × 7)
- Royal 8vo (4.5 × 8)
- Crown 4to (5 × 8)

PROCESSING

Processing text pages

(1) Negative making, per sq. inch

(2) Positive making, per sq. inch

SCANNING/PLANNING/SYSTEM OUTPUTTING

1. Inputting/scanning of Colour Photos/TPs in m/m size (m/m size 50 sq inch),
2. Scanning Colour Photographs/TPs, etc. **over m/m size.**
3. System outputting of Cover/Text Pages/photo, etc. including planning & placement of B&W photo, 4-colour photos, drawings, graphics, etc.
 - a) Single Colour
 - b) Double Colour.
 - c) Four Colour

PLATE-MAKING

Plate making per PLATE (P. S. Plates) for different sizes:

Plate/Machine Size	18" × 23"	20" × 30"	23" × 36"
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OFFSET PRINTING

Per plate per colour per 1000 or part for PRINTING on Maplitho/Offset/Art Paper/Art Card

Size:	18" × 23"	20" × 30"	23" × 36"
Printing rate per colour per thousand or part(Rs)

LAMINATION

Lamination (using high quality film) for

- (0) Glossy/Matt finish lamination

BINDING

- (1) Folding, Gathering & Centre wire stitching with cover (for all sizes) Up to 96 pp
- (2) Cutting & Folding of Folders (up to 4 folds)
- (3) **Paperback:** Folding, gathering, Section thread sewing, end leave pasting (with paper 120 GSM), creasing of cover & cover pasting

Demy 4to Demy 8vo Royal 8vo Crown 4to

Up to 200 pp

Up to 300 pp

Up to 400 pp

- (4) **Hard Case:** Folding, Gathering Section sewing, endleave pasting (120 GSM paper to be supplied by the printer), preparing case with 44 OZ white mill board, full rexin, head band, gold tooling, wrapping jacket

	Demy 4to	Royal 8vo	Demy 8vo	Crown 4to
1. Upto 300 pp				
2. Upto 400 pp				
3. Upto 500 pp				

4. Additional per copy per 100 pages or part.....

Note : Paper for end-leaves (Astar) would not be supplied by AIIMS, PATNA.

Chapter 5

PRICE SCHEDULE

Quote your rates for processing, Plate-making, Printing, Binding, etc.

TYPESETTING

- 1) Rates for Laser Typesetting (DTP) of scientific text both in English & Hindi or bilingual **per page** or part thereof for:

	Data entry of the Job given Rate per page (Rs)	Formatting (data supplied by AIIMS, PATNA) Rate per page(Rs)	Data Entry and Formatting Rate per page(Rs)
Demy 4to (6.5 × 9.5)
Demy 8vo (4 × 7) (Rs.)
Royal 8vo (4.5 × 8) (Rs.)
Crown 4to (5 × 8) Rs.)

PROCESSING

Quote your rates for processing text pages

- (1) Negative making, per sq. inch (Rs.)
- (2) Positive making, per sq. inch (Rs.)

SCANNING/PLANNING/SYSTEM OUTPUTTING

1. Charges for inputting/scanning of Colour Photos/TPs in m/m size (m/m size 50 sq inch), **per Photo** Rs.....
- 2.Charges for scanning Colour Photographs/TPs, etc. **over m/m size, per sq. inch.** Rs.....
- 3.Charges for System outputting of Cover/Text Pages/photo, etc. including planning & placement of B&W photo, 4-colour photos, drawings, graphics, etc., **per sq. inch.**

In m/m size (50 sq. inch)

Min. Rate

- (a) Single Colour (Rs)
- (b) Double Colour (Rs.)
- (c) Four Colour (Rs.)

above m/m size

Rate per sq. inch

- (Rs.)
- (Rs.).....
- (Rs.).....

PLATE MAKING

Quote your plate making rates per PLATE (P. S. Plates) for different sizes:

Plate/Machine Size	18" × 23"	20" × 30"	23" × 36"
Rate per plate (Rs.)

OFFSET PRINTING

Quote your rates per plate per colour per 1000 or part for PRINTING on Maplitho/Offset/Art Paper/Art Card, etc.

	Size:	18" × 23"	20" × 30"	23" × 36"
Printing rate per colour per thousand or part(Rs)	

LAMINATION

Rates for Lamination (using high quality film), **per sq. inch** for

(1) Glossy/Matt finish lamination

BINDING

(1) Folding, Gathering & Centre wire stitching with cover (for all sizes)

Up to 96 pp, per copy (Rs.).....

(2) Cutting & Folding of Folders per 100 folders

(Up to 4 folds) (Rs.).....

(3) **Paperback:** Folding, gathering, Section thread sewing, endleave pasting (with paper 120 GSM), creasing of cover & cover pasting, per copy

Rate per copy	<u>Demy 4to</u>	<u>Demy 8vo</u>	<u>Royal 8vo</u>	<u>Crown 4to</u>
Up to 200 pp Rs.
Up to 300 pp Rs.
Up to 400 pp Rs.

(4) **Hard Case:** Folding, Gathering Section sewing, endleave pasting (120 GSM paper to be supplied by the printer), preparing case with 44 OZ white mill board, full rexine, head band, gold tooling, wrapping jacket

Rate per copy	Demy 4to	Royal 8vo	Demy 8vo	Crown 4to
1. Upto 300 pp Rs.
2. Upto 400 pp Rs.
3. Upto 500 pp Rs.

4. Additional rate per copy per 100 pages or part

Note: Paper for end-leaves (Astar) would not be supplied by AIIMS, PATNA and hence the rates quoted must be inclusive of it.

Signature.....

Date.....

Address.....

.....

.....

Office Stamp.....

Chapter 6

CONTRACT FORM

This agreement made the.....day of.....2017 between All India Institute of Medical Sciences, Phulwarisharif, Patna (hereinafter the 'AIIMS, PATNA') of one part and
(Name of the Vendor (hereinafter the 'Vendor') of the other part.

Whereas AIIMS, PATNA invited bids for certain services, viz. OFFSET PRINTING, and has accepted a bid by the supplier for supply of those services in the sum of Rs.....
(Rupees.....) (Contract Prices in words and figures) (Hereinafter called the 'Contract Price').

Now this agreement is witnessed as follows:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.,
 - a. the bid form and the price schedule submitted by the bidder
 - b. the technical specifications
 - c. the General terms and conditions of the contract
 - d. AIIMS, PATNA's notification of award
3. In consideration of the payments to be made by AIIMS, PATNA to the Vendor as hereinafter mentioned, the Vendor hereby covenants with the purchaser to provide the services and to remedy defects therein conformity in all respects with the provisions of the contract.

4. AIIMS, PATNA hereby covenants to pay the Vendor in consideration of the provisions of services, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

Brief particular of the Vendor are as under:

TOTAL VALUE:

In Witness whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed and delivered by the

Said..... (for the purchaser)

In the presence of.....

Signed sealed and delivered by the

Said.....(for the supplier)

In the presence of.....

**ANNEXURES/FORMATS FOR BID
SUBMISSION**

Check List for Bid/Tender Submission

The following check-list must be filled in and submitted with the bid/tender document:

Technical Bid

1. Has the bid document been issued to you?	Yes/No
2. Have you attached the bid/tender form shown in Annexure-3	Yes/No
3. Have you attached all the documents/certificates as per clause 1.4.2 and 1.8.1 of Chapter 1	Yes/No
4. Have you enclosed EMD	Yes/No
5 Have you attached Annexure - 2	Yes/No
6. Have you enclosed Proof of: (a) Three similar work orders; (b) their completion	Yes/No
7. Copy of the last audited balance sheet of the company/firm.	Yes/No
8. Copy of Registration of Printing press where the work is to be carried out /PAN or SARAL/Service Tax or VAT Regd.	Yes/No
9. You have all the Typesetting, Scanning/Outputting/Plate-making/Printing	Yes/No

Financial Bid

1.	Have you attached the bid/tender form in the format shown in Annexure- 4 ?	Yes/No
2.	Have you attached the Price Schedule for the services offered in the	Yes/No

Please ensure that the bid/tender document fulfill all the parameters/ requirements on his own interest as required in the Tender Document:

TECHNICAL BID

1. Earnest Money and EMD Form (Annexure – 2)
2. Technical Bid on every page of the Bid/Tender Form (Annexure –3)
3. Copy of the last audited balance sheet of the company/firm.
4. Technical details of the services offered by the Printer [enclosed Proof of : (a)Three Similar work orders; (b) their completion and (c) List of Govt Depts./Reputed Companies/Publishers for whom the printer have completed the printing jobs].
5. Copy of Registration of Printing press where the work is to be carried out /PAN or SARAL/Service Tax or VAT Registration certificate
6. For the Typesetting, Scanning/Outputting/Plate-making/Printing Machinery/Equipments (As mentioned in Clause 1.4.2 and 1.8.1.
7. Enclosed the Questionnaire (Annexure – 5).

FINANCIAL BID

1. Bid/Tender Form (Annexure - 4).
2. Price Schedule for Services offered (Chapter – 5).

PERFORMANCE SECURITY FORM

To: _____ (Name of Purchaser)

WHERE AS (Name of Supplier)

hereinafter called “the Supplier” has undertaken, in pursuance of Contract No.
..... Dated20 To supply
.....

(Description of Goods and Services) hereinafter called “the order”.

AND WHEREAS it has been stipulated by you in the said order that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the supplier’s performance obligations in accordance with the order.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the order and without cavil or argument, any sum or sums within the limit of (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of20.....

Signature and Seal of Guarantors

.....
.....

Date2017.....

Address:.....

.....

All correspondence with reference to this guarantee shall be made at the following address:

(Name & address of the lab)

BID FORM

(Technical Bid)

(To be submitted on the firm’s letter head and signed by an authorised person.)

To
The Director
All India Institute of Medical Sciences
Phulwarisharif, Patna-801107

Ref : Bid document No..... dated.....

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer for Offset Printing work. as per the schedule of requirements and in conformity with the said bidding documents.

We undertake, if our bid is accepted, to provide Printing Services in accordance with the schedule specified in the bidding documents.

If our bid is accepted, we will submit a bank guarantee for the sum equivalent to Rs..... of the Estimated Contract Price for the due performance of the Contract, in the form prescribed by the All India Institute of Medical Sciences

We agree to abide by this bid for a period of Ninety days after the date fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

WE DECLARE

1. That we are equipped with adequate machinery for undertaking offset Printing / scanning work of AIIMS, PATNA.
2. We hereby offer to supply the Services at the prices and rates mentioned in the Financial Bid.
3. We enclose herewith the complete Technical Bid as required by you. This includes:

Bid form
Copy of the last audited balance sheet of the company.
Technical details of the services offered
Copies of relevant work orders
Details of Machinery/equipment available with us for undertaking the jobs.
Copy of Press Registration.

4. We have carefully read and understood the terms and conditions of the bid/tender documents and the conditions of the contract applicable to the bid document and we do hereby undertake to provide services as per these terms and conditions.

5. Certified that the bidder is:

a sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

Or

a partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

Or

a company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorised to sign the bid document)

6. We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated this, day of.....2017

Signature of Bidder

Details of enclosures.

Full Address:.....

.....

.....

Telephone No :.....

Address :.....

Fax No :.....

E-mail:.....

COMPANY SEAL

Bid Form (Financial Bid)

(On the letter head of the firm submitting the bid document)

To
The Director
All India Institute of Medical Sciences
Phulwarisharif, Patna-801107

Ref: Bid document No:

Dated.....

Sir,

Having examined the bidding/tender documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the financial bid for Offset Printing work as per the schedule of requirements and in conformity with the said bidding documents.

We hereby offer to supply the Services at the prices and rates mentioned in the Commercial Bid.

We do hereby undertake, that, in the event of acceptance of our bid, the supply of Services shall be made as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

We enclose herewith the complete Financial Bid as required by you. This includes:

- Bid Letter
- Price Schedule (Chapter - 5)
- Statement of deviations from Financial **terms and conditions**, if any

We agree to abide by our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to abide as per these terms and conditions. The Financial Deviations are only those mentioned in the statement of deviations from financial terms and conditions.

Certified that the bidder is:

a sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor,

Or

a partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney,

Or

a company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorised to sign the bid document.)

We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated this, day of..... 2017 Signature of Bidder

Details of enclosures: Full Address :.....

.....

.....

Telephone No.....

Address:.....

Fax No.....

E-mail:.....

COMPANY SEAL

QUESTIONNAIRE

Do You Have the following Facilities for Undertaking the Jobs				
1.	<u>TYPESETTING</u>			Remarks
	Pentium III/IV Computers with higher configuration	Yes	No	
	Software's (latest version) MS Word, Ventura, Page Maker, Corel Draw,	Yes	No	
	Media for Transportation of digital data , CD, i Omega Zip, M.O. drives, Pen	Yes	No	
	Laser Printer 1200 DPI (post script)—Black & White, Colour	Yes	No	
2.	<u>SCANNER</u>			
	Drum -- Resolution above 2000 DPI	Yes	No	
	Flat-bed	Yes	No	
	Size : A3	Yes	No	
3.	<u>IMAGE SETTER</u>			
	Size : A2/A3	Yes	No	
	High Resolution	Yes	No	
4.	<u>PLATE-MAKING</u>			
	Plate Exposure Unit for PS Plates	Yes	No	
	Plate Developing Unit (Automatic/Manual)	Yes	No	
5.	<u>PRINTING MACHINES</u>			
	Four-colour Sheet-fed Offset printing machine (C.P.C.)	Yes	No	
	Four-colour Sheet-fed Offset Printing Machine, give nos. & size.	Yes	No	
	Two-colour Sheet-fed Offset Printing Machine, give nos. & size.	Yes	No	
	Single-colour Sheet-fed Offset Printing Machine, Automatic, give nos. & size.	Yes	No	
6.	<u>BINDING FACILITIES</u>			
	Lamination Machine	Yes	No	
	Stapling Machine	Yes	No	
	Folding Machine	Yes	No	
	Cutting Machine—Programme cutting, manual	Yes	No	
	Perfect binding/creasing	Yes	No	
7.	<u>INTERNET CONNECTIVITY</u>			
	For transportation of Material/Proofs for printing	Yes	No	
8.	<u>Generator</u>	Yes	No	

Signature_____

Stamp of the

Firm/Press_____ Dated:_____